

**PURCHASING CALENDAR
2012 – 2013**

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| 1/07/13 | Staffing projections due from principals to Human Resource Director |
| 4/01/13 | Final textbooks and software orders to the Business Office |
| 4/01/13 | Final library orders to the Business Office |
| 4/30/13 | Final day to process requisitions for the 2012-13 school year except for emergency purchase orders |
| 5/01/13 | Spending plan for remaining 2012-13 funds due to Ralph Marino, Jr. |
| 5/06/13 | Fund balance projection to the Finance Committee |
| 6/03/13 | BOE action, if necessary, based on fund balance projections |